

TABLE OF CONTENTS	Page iv
DNA DATA BANK OPERATING POLICIES AND PROCEDURES MANUAL	Issue No. 2
	Effective Date: 15-October-2004
TABLE OF CONTENTS	
1 PURPOSE AND SCOPE	
2 SAMPLE ORIGIN	
3 RECEIPT OF BLOOD SAMPLES INTO THE DIVISION OF FORENSIC SCIENCE	
4 RECEIPT OF BLOOD SAMPLES INTO THE DNA DATA BANK	
5 PROCESSING, PRESERVING AND STORING CONVICTED OFFENDER BLOOD SAMPLES	
6 RECEIPT OF BUCCAL DNA COLLECTOR STORAGE ENVELOPES INTO THE DIVISION OF FORENSIC SCIENCE	
7 RECEIPT, PROCESSING AND STORAGE OF BUCCAL DNA COLLECTOR STORAGE ENVELOPES INTO THE DNA DATA BANK	
8 DNA DATA BANK SAMPLE ANALYSIS, DOCUMENTATION, PEER REVIEW, AND ENTRY OF THE DNA PROFILES INTO CODIS	
9 ARRESTEE TRACKING	
10 REMOVAL/EXPUNGEMENT OF DNA SAMPLE AND ASSOCIATED RECORDS FROM CONVICTED OFFENDERS	
11 PROCESSING DATA BANK HITS	
12 LOCAL INMATE DATA SYSTEM (LIDS)	
APPENDICES	
A CODE OF VIRGINIA §§ 16.1-299.1 (JUVENILES) AND 19.2-310.2 ET SEQ. (CONVICTED OFFENDERS AND ARRESTEES)	
B DNA DATA BANK SAMPLES SUBMISSION FORM	
C FORM LETTERS	
D BUCCAL KIT SAMPLE SUBMISSION FORM	
E SAMPLE AND RECORDS DESTRUCTION AND DATA BANK HIT FORMS	
◆END	